

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	AMENDED Office Assistant (Typing)
Position #:	051-721-1379-980
Salary Range:	\$2143 - \$2826
Issue Date:	January 26, 2009
Contact:	Audrey Noda (213) 833-6022
Location:	Executive Office 777 South Figueroa St, Suite 4800 Los Angeles, CA 90017
Final Filing	Statewide
Date:	Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

With general direction provided by Executive Staff, provide support functions. This position will require candidates to begin work at 8:00 a.m. and end work at 5:00 p.m.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Prepare documents and/or correspondence for signature, using good judgment in applying proposed requirements to assignment;
- Scrutinize incoming telephone communications and properly route inquiries to the appropriate individual for response using proper discretion, tact, and good judgment;
- Acknowledge and direct all visitors and/or constituents upon arrival to the appropriate Executive and provide guidance or instruction related to specific inquiries;
- Properly classify and forward incoming packages, parcels, or letters to the intended party;
- Operate and manipulate a multi-line telephone, directing all callers to the appropriate individual or logging specific detail of the inquiry and forwarding all information to the intended individual;
- Answer routine questions regarding the Office of the State Controller;
- Gather and compile information as requested by Executive Staff;
- Maintain desk manual identifying procedures and practices for the position;
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- Maintain filing system to best accommodate the needs of the Senior Executive Staff;
- Prepare status reports of special assignments upon request;
- Prepare newsclips for the Controller and Senior Staff; and
- Maintain data for internal databases.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Human Resources
ATTN: Sally Lim
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Desirable Qualifications:

1. Good Communications Skills;
2. Ability to exercise sound judgment;
3. Initiative, tact, and diplomacy;
4. Knowledge of software applications such as Microsoft Word, Excel, and Outlook.